

Quotation Request //

US Government Printing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:043-494 S

Quotations are Due By:

(Eastern Time)10:00 AM on 08/18/2008

Submit Fax Quotes to:00000000

Contractors must provide mandatory taxpayer information before GPO makes payment.

Please see special notice on <http://contractorconnect.gpo.gov/>.

Bidders must enter quote price for each jacket. Award will be made based on the lowest total bid for all jackets.

Jacket	Requisition #	BAC	Copies	Title
043-494	8-00467	1102-00	3,000	Records Management for Members (Manual, Pub. M-1) (HOUSE)
043-495	8-00468	1102-00	1,000	Guidelines for Disposition of Member's Records, (Brochure, Pub. M-2) (HOUSE)

TITLE: Records Management for Members (Manual, Pub. M-1) (HOUSE)

QUANTITY: 3000 saddle-stitched pamphlets (plus 13 QARCs & 6 Samples, Jacket 43-494); and 1,000 brochures (plus 13 QARCs & 6 Samples, Jacket 43-495).

TRIM SIZE: Jackets:

043-494: 8-1/2 x 11"

043-495: Flat: 11 x 8-1/2"; Folded: Approx. 3-2/3 x 8-1/2"

PAGES: Jackets:

043-494: Cover plus 28 pages (head to head)

043-495: Face and Back (head to head)

SCHEDULE:

Furnished Material will be available for pickup by 08/18/2008

Deliver complete (to arrive at destination) by 09/02/2008

QUALITY LEVEL: 1 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

DESCRIPTION:

SPECIFICATIONS APPLY EQUALLY TO BOTH JACKETS UNLESS INDICATED OTHERWISE HEREIN.

PRINTING:

Jacket 043-494: A 28-page publication with separate wraparound cover. Text prints head to head in black ink, type and rule matter with flat tones scattered throughout, plus one halftone on circle folio 16 and fine detail seal on folio 26. Text is circle folioed 1 through 28, circle folios 2 and 28 are blank. Covers 1 and 4 spread print an illustration in builds of the four color process inks, plus type and rule matter in black ink. Cover 1 contains three lines of type matter and two line illustrations reversing out to white. Covers 2 and 3 are blank. After printing, flood coat covers 1 and 4 with a clear gloss aqueous coating.

Jackets 043-495: Six panel folded form prints head to head, builds and illustrations in builds of the four color process inks, with type matter reversing out to white, plus rule matter printing in black ink. After printing, flood coat face and back with a clear gloss aqueous coating.

All builds and process color illustrations must print using a minimum of 175 line screen rule.

MATERIAL FURNISHED: Contractor to pickup at GPO. One DVD containing files for both jackets. All files generated on a PC-based system using QuarkXpress 6.5, Adobe Illustrator CS3 (EPS), Photoshop CS3 (TIF). All printer and screen fonts are included. All files are in Native Application Format and in PDF. Contractor to convert PMS colors and RGB files to CMYK if necessary. Contractor must adjust bleeds as necessary. Contractor to use native application files only if absolutely necessary.

One complete set of composite color lasers (not to scale), each jacket, plus one sample (each jacket) from a previous printing to be used as a general guide.

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule. In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
JACKET 043-494 (Cover): JCP Code* L12, No. 2, White Coated Cover, Gloss-Finish, Basis Size 20 X 26", Basis Weight 80 lbs.

(Text): JCP Code* A262, No. 2, White Coated Text, Dull-Finish, Basis Size 25 X 38", Basis Weight 70 lbs.
JACKET 043-495: JCP Code* L12, No. 2, White Coated Cover, Gloss-Finish, Basis Size 20 X 26", Basis Weight 80 lbs.

Grain must run parallel to 11" dimension (043-494) and 8-1/2" dimension (043-495).

COLOR OF INK:

Four Color Process (inks must be formulated for stock used in production) plus aqueous coating.

MARGINS:

Jacket 043-494: Follow furnished electronic media: Cover 1 and 4 bleed to outside, text has adequate gripper.

Jacket 043-495: Follow furnished electronic media: Face bleeds right, balance of margins, face and back inadequate.

PROOFS:

One set of digital color content proofs of entire publication (both jackets). At contractor's option, a film-based composite blueline may be submitted provided direct-to-plate is used to produce the final product. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product; and

One set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi of Covers 1 and 4, and text folios 16 and 26 (jacket 043-494) and face/back (jacket 043-495). At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct-to-plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not

acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

Send proofs together with the furnished media (copy, transparencies, electronic files) directly to: U.S. Government Printing Office, 44 H Street, NW, Washington, DC 20401 (ATTN: Mary Ann Ullrich or Sheron Minter, 202-512-0224, Room C-730, Congressional Publishing (TECH REVIEW)). Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than 3 workdays from receipt in the department to when they are made available for pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

BINDING:

Jacket 043-494: Score on fold, saddle-wire stitch in two places and trim three sides. Product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitch will not be allowed.

Jacket 043-495: Trim to 11 x 8-1/2", score on folds without ink, fold to 3-2/3 x 8-1/2" title out, with two parallel wraparound folds. Follow furnished folding dummy.

PACKING:

Pack items separately and identify. Pack suitably in shipping containers.

DISTRIBUTION:

Deliver 3,000 copies (jacket 043-494) and 1,000 copies (jacket 043-494) including 50 random blue label copies, each jacket, via traceable means, to: U.S. Government Printing Office, 44 H Street, NW, Washington, DC 20401. (ATTN: Mr. Robinson or Mr. Simms, Marked for Re-Distribution to: Room B-53, CHOB (Attn: Toni Covertton)).

Deliver 5 sample copies (each jacket) plus all Government Furnished Materials to: U.S. Government Printing Office, 44 H Street, NW, Washington, DC 20401 (ATTN: Congressional Publishing, Room C-730, Attn: Mary Ann Ullrich or Sheron W. Minter (202-512-0224)).

Deliver 1 sample copy (each jacket) to: U.S. Government Printing Office, 44 H Street, NW, Room C-834, Washington, DC 20401 (ATTN: William (Bill) White, 202-512-2010, x21211).

QUALITY ASSURANCE STANDARDS: The following standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level 1.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE:	Specified Standard	Alternate Standard
P-7. Type Quality & Uniformity:	OK Proofs	Comp. Gen. Output
P-10. Process Color Match:	OK Proofs	Comp. Gen. Output

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to a certificate furnished

by GPO certifying that the copies were selected as directed. Business Reply Mail labels will be furnished for mailing the copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket, and Purchase Order Numbers, must be furnished with billing as evidence of mailing.